



## Instructions for Requesting a Void/Correction And Retro Processing- that **DOES NOT** Affect Legacy.

**BEFORE YOU BEGIN----Please contact your Personnel Administration Branch Consultant!**

### Requesting a Void/Correction:

Complete your agency's internal process for approval of a void/correction. A Personnel Action Request form/Void or Correction and Retro Processing-that DOES NOT Affect Legacy is available for your agency's *optional internal* use, but **MUST** be used for the actual processing of this action by the Personnel Administration Branch (PA Br).

### **Completing the Personnel Action Request form/Void or Correction and Retro Processing –that DOES NOT Affect Legacy:**

Complete all fields, indicating the action to be voided or corrected, in the top section. In the bottom section [Request for Retro Processing in KHRIS], list the action(s) that need to be changed or corrected in KHRIS, due to the above listed void/correction.

### Processing:

Upon approval of your Appointing Authority/Cabinet Secretary, and prior contact with your PA Branch consultant, you may log into the KHRIS Self-Service Center and utilizing your HR Generalist role, access the [KHRIS Processes] link in the Detailed Navigation window. Select [Start Benefits/Employee Process], enter your awarded employee's personnel number and then select the HCMPF Void or Correction form. Click [Edit] and then complete the form. Upon completion of this form, send the signed and completed Personnel Action Request form/Void or Correction and Retro Processing – that DOES NOT Affect Legacy form to your PA Branch consultant in order for them to approve the action once workflow routes it to them and begin retro processing.

Personnel Administration Branch  
Attn: [Consultant's Name]  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, KY 40601

or Fax it to the attention of your consultant at (502)564-5826.